



CCBC
The Community College
of Baltimore County

Learning Outcomes Assessment Checklist

1. Designing and proposing a Learning Outcomes Assessment Project (LOA)	Status	Comments
Choose team leader		
Review Common Course Outline objectives		
Determine LOA instrument(s)		
Determine method(s) of external validation		
Match instrument(s) to objectives		
Determine method(s) of data collection and timeline		
Conditions and schedule determined for payment		
Submit draft of Request for Proposal (RFP)		
RFP and (as necessary) external consultant report approved		
Request for first payment		

2. Implementing the design and collecting data	Status	Comments
Assessment and demographic data submitted to Research office (PRE)		
Data summary meeting		

3. Redesigning the course to improve student learning	Status	Comments
Recommendations determined		
Interim LOA report to include recommendations *		

4. Implementing course revisions and reassessing student learning	Status	Comments
Recommendations implemented (2 semesters)		
Reassessment/data collection		
Data submitted to PRE*		

5. Final analysis/reporting results	Status	Comments
Final report sent to academic dean		
Final report sent to the Vice President of Instruction		
Final report submitted to the college community*		
Request for final payment		

**** Note: a one-to-three page mid-year and annual report is required each year of the project if the approved timeline is not being met. Report due dates are January 15 and June 15.***